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March 8, 1983

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Part V

General Services Administration

Assignment and Utilization of Space; Temporary Regulations

GENERAL SERVICES ADMINISTRATION

41 CFR Ch. 101

[FPMR Temp. Reg. D-68]

Temporary Regulations; Assignment and Utilization of Space

AGENCY: Public Buildings Service,
General Services Administration.

ACTION: Temporary regulation.

SUMMARY: This regulation provides revised procedures concerning the assignment and utilization of space in Federal facilities under the custody and control of GSA. It supersedes provisions in 41 CFR Part 101-17. The intent of the rule is to simplify and streamline GSA's space management regulations.

DATES: Effective date March 8, 1983. Expiration date January 31, 1984, unless sooner revised or superseded.

Comments due by: Comments may be submitted at any time; to ensure their consideration in drafting the final regulation, comments should be received by GSA no later than June 30, 1983.

ADDRESS: Comments should be submitted to the General Services Administration (PR), Washington, DC 20405.

FOR FURTHER INFORMATION CONTACT: Arthur O. Barton, Acting Assistant Commissioner for Space Management (202-566-1025).

SUPPLEMENTARY INFORMATION: GSA's authority for issuing this temporary regulation is contained in the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 486(c)).

The purpose of this regulation is to substantially improve the cost effectiveness of agencies' use of space and to simplify the process through which agencies acquire and dispose of space controlled by the General Services Administration. It reflects the President's announced goal to strengthen the management and improve the efficiency of the Federal Government. By improving the utilization of Government space, substantial cost savings may be achieved. Further, this regulation vests responsibility for improved controls with the top management of executive branch agencies with the goal of reducing Federal space to the absolute minimum necessary for employees to accomplish the tasks they must perform.

Prior Comments

In October 1982, GSA established an interagency advisory committee to redraft the Federal Property

Management Regulations, 41 CFR Chapter 101. This regulation reflects comments and changes recommended by members of that committee. Further, GSA distributed working copies of this temporary regulation to the Assistant Secretaries for Management of Federal agencies in November 1982 and on January 4, 1983. In addition, guidance was received from the Executive Office of the President and key policy forums in December and again in early March.

One of major issues raised by commenters was whether the provisions of the new regulation would be retroactive with regard to space actions currently in process. GSA agrees that the provisions of the temporary regulation should not be applied, *in toto*, to pending space requests. However, the requirement to improve utilization and move towards the objective of 135 square feet per person is, for all space actions, effective immediately. Thus, reevaluation of certain pending requests submitted prior to the effective date of the regulation is appropriate.

Questions were also raised as to the process by which GSA will fulfill space requests during the interim period between the effective date of the regulation and the approval of agency space plans. Until plans are developed and approved, GSA will process requests as if each request were not contained in an approved plan. Therefore, all space requests submitted in the absence of a plan must be signed by the head of the agency or by his or her formally designated representative. This procedure is set forth in § 101-17.101(c) of the regulation.

A related concern was whether existing agency space allocation standards previously approved by GSA would remain in force. GSA agrees that existing standards will continue to apply until changed by the agencies. It should again be noted that this does not relieve an agency head of the responsibility to attempt to achieve an overall office utilization rate of 135 square feet as soon as possible. Rather, it requires agency heads to expeditiously review and modify existing space allocation standards.

Several commenters suggested improvements in the definitions of office space and utilization rates contained in the regulation. While agreeing that some points are well taken, GSA's position is that there should be no changes in the present methods by which GSA-controlled space is measured and categorized. During the course of the drafting process, GSA and the members of the advisory committee considered various modifications of the definitions. It was clear that departures from the

existing criteria were likely to impose substantial additional workloads, would engender confusion among agencies, and would severely limit the utility of the existing "base line" data against which future progress must be evaluated.

Some concerns were expressed regarding procedures for the development of agency space plans. In response, GSA has instituted meetings with agencies and with regional GSA personnel to disseminate planning data, discuss the planning process, and provide guidance for the development of the plans.

A number of comments objecting to proposed procedures for relinquishment of space were received. Commenters suggested that the concept of making agencies responsible and accountable for space which could no longer be readily used did not adequately reflect the fact that changes to agency programs may change space needs. It is GSA's position that costs of changing space needs are direct results of decisions to change programs; as such, they should be identified with the programs. The provisions of § 101-17.203 of the regulation, pertaining to the responsibility for moving expenses, were interpreted by some commenters as representing a change in policy. It was not GSA's intent to effect policy changes in this area, and GSA has subsequently modified the language in several places for clarification.

One respondent observed that GSA regional personnel had been inconsistent in their initial application of the principles set forth in the regulation. GSA acknowledges that some uncertainty regarding implementation of new management concepts has occurred. When any broad initiative is undertaken, a certain amount of "slippage" is inevitable. GSA continues to monitor the space acquisition process in all regions in order to ensure as smooth a transition as possible.

GSA has determined that this rule is not a major rule for the purposes of Executive Order 12291 of February 17, 1981, because it is not likely to result in an annual effect on the economy of \$100 million or more; a major increase in costs to consumers or others; or significant adverse effects. Therefore, a Regulatory Impact Analysis has not been prepared. GSA has based all administrative decisions underlying this rule on adequate information concerning the need for, and consequences of, this rule; has determined that the potential benefits to society from this rule outweigh the potential costs and has maximized the net benefits; and has

chosen the alternative approach involving the least net cost to society. (Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c))

In 41 CFR Chapter 101, the following temporary regulation is added to the appendix at the end of Subchapter D to read as follows:

Federal Property Management Regulations; Temporary Regulation D-68

February 17, 1983.

To: Heads of Federal agencies

Subject: Assignment and utilization of space

1. *Purpose.* This regulation supersedes the material in 41 CFR Part 101-17 and provides revised instructions for assigning and using space.

2. *Effective date.* This regulation is effective March 8, 1983.

3. *Expiration date.* This regulation expires on January 31, 1984.

4. *Background.* The General Services Administration has started a program to streamline and simplify the Federal Property Management Regulations. GSA's Interagency Advisory Committee on Regulatory Review is assisting in this effort, and the material in this regulation was developed with the assistance on the Committee.

5. *Revised procedures.* Attachment A contains revised regulations concerning assignment and utilization of space.

6. *Comments.* Comments concerning the effect or impact of this regulation may be submitted to the General Services Administration (PR), Washington, DC 20405.

7. *Effect on other directives.* The provisions of Part 101-17 are superseded by the regulations in attachment A.

Gerald P. Carmen,

Administrator of General Services.

Section 101-17.000 Scope of Part

This part prescribes the policies and procedures for the assignment, utilization, and planning of space in buildings under the custody or control of GSA. The term "United States," as used in this subchapter, means the 50 States of the United States; the District of Columbia; and the Commonwealths, territories, and possessions of the United States

Section 101-17.001 Authority

This part implements the applicable provisions of the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended; the Act of July 1, 1898 (40 U.S.C. 285); the Act of August 27, 1935 (40 U.S.C. 304c); the Public Buildings Act of 1959, as amended (40 U.S.C. 601 et seq.); the Rural Development Act of 1972 (86 Stat. 674);

Reorganization Plan No. 18 of 1950 (40 U.S.C. 490 note); the Public Buildings Cooperative Use Act of 1976 (90 Stat. 2505); Executive Order 12072 of August 16, 1978 (43 FR 36869); the Intergovernmental Cooperation Act of 1968 (42 U.S.C. 4201-4244); the Federal Urban Land-Use Act (40 U.S.C. 531-535); Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601); and the National Environmental Policy Act of 1969, as amended.

Section 101-17.002 Basic Policy

(a) GSA and other Federal agencies shall take all reasonable measures to assure the use of the absolute minimum space required to perform agency missions. For office space, the objective shall be to achieve an overall utilization rate of 135 square feet or less per person in a reasonable period of time. To accomplish this, each agency shall devise and implement a plan to improve the utilization of all space and shall indicate specific accomplishments to be realized within each year. GSA shall issue guidance and/or establish targets from time to time to assist agencies in improving space utilization. GSA and other Federal agencies shall work towards the most cost-effective solution practicable in each circumstance.

(b) Space in office buildings and other facilities required by Federal agencies shall be requested only when it is clearly demonstrated that additional space is essential to agency operations.

(c) Each agency shall determine the appropriate geographical area for its facilities. The agency shall define the broadest possible area compatible with its mission and functional requirements to ensure maximum utilization of Government-controlled space and to provide maximum potential for competitive offers of space. Agencies shall comply with all applicable statutes and Executive orders, including those cited in § 101-17.001. Plans for meeting space needs shall consider a social, economic environmental and cultural effects upon communities, and shall support local development and revitalization objectives wherever feasible.

(d) GSA will assign and reassign suitable space to Federal agencies and certain non-Federal organizations, and will issue criteria for the use of this space. To accomplish this, GSA will acquire and use federally owned and leased office buildings and space located in the United States. GSA will ascertain that agency-established geographical areas are sufficiently broad to ensure adequate consideration of available Government-owned space and adequate potential for competitive

offers from the marketplace. GSA will then determine the appropriate delineated area for space assignments within established geographical areas.

(e) GSA will ensure that agencies use vacant available Government-controlled space which meets minimum agency requirements prior to acquiring new space. Whenever possible, agencies shall occupy this space without alteration. When alterations are required, alterations which are essential for performance of agency missions or which improve the utilization rate shall be given priority. Alterations solely for decorative or non-essential purposes shall be avoided.

(f) GSA may delegate authority to agencies to acquire and use federally owned or leased buildings; GSA will exercise oversight responsibility for agency actions under these delegations.

(g) GSA may require agencies to relinquish all or a portion of assigned space if this action is in the best interests of the Government and would not unreasonably interfere with the agency's performance of its mission. Under such forced relocations (as defined in § 101-17.003-6), GSA will be responsible for all expenses enumerated in § 101-17.203, and for moving and alteration expenses. GSA's responsibility for these expenses will commence at the time space is relinquished.

Section 101-17.003 Definition of Terms

The following definitions are established for terms used in this Subchapter D.

Section 101-17.003-1 Acceptance of Space

"Acceptance of space" means an authorization by an agency for GSA to award a lease, to make a commitment for initial alterations, and/or to establish a date of occupancy.

Section 101-17.003-2 Average Utilization Rate by Agency

"Average utilization rate by agency" means the utilization rate for a particular agency, calculated on a nationwide basis.

Section 101-17.003-3 Cost-Effective

"Cost-effective" means justified under an economic analysis which evaluates alternatives in terms of time-adjusted expenses incurred by the Government. GSA will publish bulletins specifying acceptable methods of analysis for evaluating space actions.

Section 101-17.003-4 Delineated Area

"Delineated area" means the specific boundaries, as determined by GSA, within which space will be obtained to satisfy an agency space requirement. It is based upon the agency's geographic service area, the amount of available Government-owned space, and the potential for competitive offers from the marketplace.

Section 101-17.003-5 Federal Agency

"Federal agency" means any executive agency or any establishment in the legislative or judicial branch of the Government except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction.

Section 101-17.003-6 Forced Relocation

A "forced relocation" is any GSA-directed action, not initiated by agency request, that forces an agency to move from its present space assignment in whole or in part. Relocations included in "approved agency space plans" or resulting from the expiration of the term stated by the agency in the applicable SF-81, Request For Space, are not "forced relocations."

Section 101-17.003-7 General Purpose Space

"General purpose space" means space which is determined by GSA to be suitable for the use of agencies generally. General purpose space is categorized as office, storage, or special type. The physical characteristics of the space are the basis for determining the proper space category.

Section 101-17.003-8 Initial Space Layout

"Initial space layout" means the specific placement of work stations, furniture, and equipment for new space assignments. These initial services are provided by GSA at no cost to the agencies upon agency request.

Section 101-17.003-9 Joint-Use Space

"Joint-use space" means common space, such as cafeterias, conference rooms, credit unions, and snack bars, available for use by all occupants of the building. It does not include mechanical, custodial, or circulation areas.

Section 101-17.003-10 Non-Federal Organizations

"Non-Federal organizations" means organizations such as credit unions, concessions, and vending stands operated by the blind, and organizations under the direct sponsorship of a

Federal agency such as grantees and contractors.

Section 101-17.003-11 Occupiable Area

"Occupiable area" means that portion of the gross area which is available for use by an occupant's personnel or furnishings, including space which is available jointly to the various occupants of the buildings, such as auditoriums, health units, and snack bars. Occupiable area does not include space in the building which is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply storage and issue rooms. Nonpermanent ceiling-high corridors solely serving a single space assignment are occupiable. Occupiable area is computed by measuring from the occupant's side of ceiling-high corridor partitions or partitions enclosing mechanical, toilet, and/or custodial space to the inside finish of permanent exterior building walls or to the face of the convector if the convector occupies at least 50 percent of the length of the exterior wall. When computing occupiable area separated by partitions, measurements are taken from the center line of the partitions.

Section 101-17.003-12 Personnel

"Personnel," for purposes of computing utilization rates, means the peak number of persons to be housed in a given space assignment for which a work station must be provided. In addition to permanent Federal personnel, this may include temporaries, part time, seasonal, and contractual employees that cannot share existing workstations, as well as budgeted vacancies.

Section 101-17.003-13 Request for Space

"Request for space" ("space request") means a written document upon which an agency provides GSA with the information necessary to assign space. A request for space shall be submitted in a format designated by GSA. It shall at a minimum contain descriptions of amount of space, personnel to be housed, geographic area, and time period required.

Section 101-17.003-14 Space

"Space" means space in buildings, and land incidental to the use thereof, which is under the custody and control of GSA or for which a permit for use has been issued to GSA by another agency. It includes space acquired by other agencies under delegations of authority from GSA.

Section 101-17.003-15 Space Allocation Standards

"Space allocation standards" means agreements between GSA and an agency that are written upon the conclusion of a cooperative planning effort and are used:

- (a) As a basis for establishing agency space requirements, and
- (b) To document authorized variations from FPMR space utilization goals which result from specialized agency functional requirements or from particular characteristics of Government buildings.

Section 101-17.003-16 Space Assignment

"Space assignment" means an administrative action which authorizes the occupancy and use of space by a Federal agency or other eligible entity.

(a) "Office space" means space that provides an acceptable environment suitable in its present state for an office operation. This requirement includes, but is not limited to, adequate heating, ventilation, air-conditioning, floor covering, finished walls, and accessibility. The space may consist of a large open area or may be partitioned into rooms. Private corridors, closets, and similar areas which have been created within office space through the erection of partitions shall be classified as office space. Office space is further defined in Subpart 101-17.47.

(b) "Storage space" means space generally consisting of concrete, woodblock, or unfinished floors; bare block or brick interior walls; unfinished ceilings; and similar construction containing minimal lighting and heating. This type of space includes attics, basements, warehouses, sheds, unimproved areas of loft buildings, and unimproved building cores. All storage space will be classified under the subsets of general storage area, inside parking area, or warehouse areas. These categories are further defined in Subpart 101-17.47.

(c) "Special space" means space which has unique architectural features, requires the installation of special equipment, or necessitates the expenditure of varying sums to construct, maintain, and/or operate as compared to office and storage space. Special space is further defined in Subpart 101-17.47.

Section 101-17.003-17 Space Inspection

"Space inspection" means a reconnaissance-type evaluation of the manner in which assignments are being utilized to determine whether immediate

or scheduled corrective action is warranted.

Section 101-17.003-18 Space Planning

"Space planning" means the process of using recognized professional techniques to determine the best location and the most efficient configuration for agency facilities.

Section 101-17.003-19 Space Utilization Survey

"Space utilization survey" means a detailed analysis, using recognized space management procedures and techniques, of the manner in which an agency is utilizing its space.

Section 101-17.003-20 Special Purpose Space

"Special purpose space" means space which is designed for unusual functions of an agency and is determined by GSA to be generally unsuitable for the use of other agencies. Special purpose space is further defined in Part 101-18.

Section 101-17.003-21 Unique Agency Space

"Unique agency space" means space which is classified as special purpose space, which contains a substantial amount of special purpose space, or which is located where use by other agencies is impractical.

Section 101-17.003-22 Utilization Rate

"Utilization rate" is an indicator of the efficiency with which space is used. It is developed by dividing the total square footage of that portion of occupiable area (excluding joint-use space) which is defined as office space assigned to an agency by the total number of personnel occupying that space.

Subpart 101-17.1—Assignment of Space

Section 101-17.101 Requests for Space

(a) Federal agencies shall express their space needs by submitting a Standard Form 81, Request for Space, to the GSA regional office responsible for the geographic area in which the space is required. GSA may also require the submission of Standard Form 81-A Space Requirements Worksheet, in appropriate circumstances. A listing of GSA regional offices and the areas they service is shown in Subpart 101-17.4801.

(b) When appropriate, GSA will advise agencies to submit Requests for Space in buildings to be constructed on GSA Form 144, Net Space Requirements for Future Federal Buildings Construction. GSA will also advise agencies when space requested is classified as unique agency space.

(c) Space requests shall be in accordance with the requirements of the

agency space plan. (See Subpart 101-17.303.) Space requests not in conformity with the agency space plan shall contain a statement describing the nature and effect of all modifications to the plan, and they shall be signed by the head of the agency.

(d) The need for space requested, the number of personnel housed, and the availability of funds for reimbursement to GSA shall be certified by an authorized official of the requesting agency on the Standard Form 81.

(e) Space requests for the U.S. Postal Service will be processed in accordance with the U.S. Postal Service—GSA Agreement.

(f) GSA will not process any request for space if the request does not reflect a judicious and austere use of Government funds and resources.

Section 101-17.102 Delegations of Authority

(a) GSA may delegate authority to acquire space by lease or to procure parking accommodations when, in GSA's sole opinion, the delegation is in the best interests of the requesting agency and the Government. GSA will specify the terms and conditions of any delegation in writing at the time the delegation is made.

(b) Agencies acting under delegations shall make every reasonable effort to utilize existing Government-controlled facilities prior to acquiring new space. Agencies shall make inquiries regarding the availability of existing space to GSA regional offices, and shall document their lease files if alternative space is not available. Such documentation shall include the date of contact and the name and position of the GSA individual contacted.

(c) Agencies acting under delegations from GSA are required to comply with all other relevant sections of this Part 101-17.

Section 101-17.103 Action When Existing Space Is Not Available

If no suitable Government-controlled space is available, GSA will so advise the requesting agency by the return of a signed copy of the Standard Form 81, showing thereon the action to be taken.

(a) When the agency has acquisition authority or has been delegated such authority by GSA, it may proceed to acquire the requested space. The signed copy of the Standard Form 81, if required, shall be attached to the leasing or related instrument made available to the General Accounting Office.

(b) GSA may take necessary action to acquire space for agencies having acquisition authority when the latter so

request by checking the appropriate block on Standard Form 81.

(c) GSA will take the necessary action to acquire the space for agencies having no acquisition authority.

Section 101-17.104 Space for Short-Term Use

Agencies having a need for facilities for short-term use (such as conferences and meetings, judicial proceedings, and emergency situations) shall make every reasonable effort to utilize Government-owned or leased facilities. If no suitable Government-controlled facilities are available, an agency may arrange for the use of privately owned facilities for a period not to exceed 120 days, provided that the agency has authority to contract for such facilities. Agencies shall make inquiries regarding space availability to GSA regional offices documenting such inquiries as outlined in Section 101-17.102(b).

Section 101-17.105 Space Requirements for ADP Equipment

Agencies requiring space for the installation of data processing equipment shall provide information as set forth in Subpart 101-17.47. This information must be forwarded to GSA as far as possible in advance of equipment delivery so that space can be provided in a timely and efficient manner.

Section 101-17.106 Location of Space

(a) Federal use of space shall encourage growth and economic development and redevelopment in rural areas, consistent with the provisions of section 601(b) of the Rural Development Act of 1972 (86 Stat. 674).

(b) In locating facilities, after due consideration of the provisions of the Rural Development Act, agencies shall give preference to the centralized business area and adjacent areas of similar character in the central city of Standard Metropolitan Statistical Areas (SMSA's) as defined by the Department of Commerce. In addition, GSA may consider other specific areas of a city recommend by the elected chief executive officer of the local government or a designee, except where this type of consideration is otherwise prohibited. GSA will advise local officials of the availability of data on GSA plans and programs, and will agree upon the exchange of planning information with local officials.

(c) The presence of the Federal Government in the National Capital Region is such that the distribution of Federal installations will continue to be a major influence in the extent and

character of development.

Consequently, these policies shall be applied in the National Capital Region, on the most cost-effective basis feasible, in conjunction with regional policies established by the National Capital Planning Commission and consistent with the general purposes of the National Capital Planning Act of 1952 (66 Stat. 781) as amended.

(d) Consistent with the policies cited in paragraphs (a), (b), and (c) of this section, alternative sources for meeting Federal space needs will consider the use of buildings of historic, architectural, or cultural significance within the meaning of section 105 of the Public Buildings Cooperative Use Act of 1976 (90 Stat. 2507).

Section 101-17.107 Application of Socio-Economic Considerations

Whenever actions are proposed to accomplish the reassignment or utilization of space through the relocation of an existing major work force, the impact on low- and moderate-income and minority employees shall be considered. Under these circumstances, the Department of Housing and Urban Development shall be consulted by the requesting agency in accordance with the memorandum of understanding between the Department of Housing and Urban Development and the General Services Administration.

Section 101-17.108 Reviews and Appeals of Space Assignment Actions

Section 101-17.108 Formal Review

A request for a formal review of a space assignment or space acquisition action shall initially be submitted to the appropriate GSA regional office by the agency official authorized to sign the Standard Form 81, Request for Space. A request for a formal review shall be in writing and shall include all pertinent information and supporting documentation. The GSA regional offices will verify the data and perform additional investigation as necessary. The Regional Director, Real Estate Division, will review all data and make a written determination within 30 calendar days after receipt of the request. A copy of the decision will be sent to the requesting agency.

Section 101-17.108-2 Initial Appeal

(a) Within 15 calendar days after receipt of the decision, the regional agency head (or his designee) may submit an appeal of the decision to the Regional Administrator, GSA. In the appeal the agency official shall state, in writing, the basis for the original request for formal review. Only information

provided with that request will be considered. Any new or additional information or facts introduced at this level will require that the appeal undergo another formal review.

(b) Within 15 calendar days the Regional Administrator, GSA, will notify the agency of his or her decision. In cases requiring more detailed analysis than can be accomplished within 15 days, the Regional Administrator will notify the agency and establish a date on which his or her decision will be rendered.

Section 101-17.108-3 Further Appeals

Within 15 calendar days after the agency has been notified of the Regional Administrator's decision, a further appeal may be filed by the agency head with the Administrator of General Services. The Administrator will render the agency's decision within 15 calendar days of receipt of the appeal whenever possible; if additional time is required, the Administrator shall notify the agency of the date a decision will be made.

Subpart 101-17.2—Utilization of Space

Section 101-17.201 Responsibility of GSA

GSA will conduct space inspections and space utilization surveys to promote and ensure efficient utilization, recapturing for release or reassignment any space which the agencies do not justify to the satisfaction of GSA as being required. The agency will be provided with a written summary of significant findings and recommendations, together with data concerning improvements which can be effected by the agency, and those which are planned by GSA.

Section 101-17.202 Responsibility of Agencies

Agencies shall cooperate with GSA in the assignment and utilization of space. Agencies shall:

(a) Furnish information regarding the use of assigned space;

(b) Furnish data on personnel consistent with budget submissions to the Office of Management and Budget and with existing appropriations;

(c) Continuously study and survey space occupied to ensure efficient and economical utilization of office space consistent with the minimum amount required to perform the agency mission; and

(d) Promptly report to GSA any space which is excess to their needs for assignment to other agencies.

Section 101-17.203 Procedures for Agency-Initiated Relinquishment of Space

(a) An agency occupying GSA-assigned space shall notify the appropriate GSA regional office as soon as possible, but at least 120 calendar days before vacating, whenever space is no longer needed. Notification shall be in writing, giving a description of the space and the estimated date of release.

(b) When a portion of space is relinquished, that space shall be consolidated, accessible, and readily assignable or marketable. Expenses required to make relinquished space consolidated, accessible, and readily assignable or marketable shall be borne by the agency, unless otherwise agreed to by the Administrator of GSA.

(c) The agency shall be responsible for Standard Level User Charge (SLUC) until the date of release specified in the notification, or until the date space is actually vacated, whichever occurs later. When an agency has not made timely notification to GSA, that agency shall be responsible for SLUC for a period of 120 calendar days following the date of notification or until the space has been reassigned, whichever occurs first.

(d) When the space relinquished is unique agency space, the agency shall also be responsible for out-of-pocket expenses for a period after 120 days following notification. This responsibility shall continue until:

(i) The space is assigned or otherwise disposed of by GSA, or

(ii) The expiration of the term specified on the most recent Request for Space applicable to the area in question, or

(iii) Notification by the Office of Management and Budget that agency responsibility for the space is no longer required, whichever occurs earliest.

(e) Agencies accepting space which is never occupied are similarly responsible for all out-of-pocket expenses whenever the space in question is unique agency space.

(f) When an agency is responsible for the operation, maintenance, and protection of Government-owned space assigned by GSA, and the agency determines that this space is no longer needed, the agency shall so notify GSA at least 6 months prior to relinquishing the space. The operation, maintenance, and protection of the space shall continue to be the responsibility of the agency until the beginning of the next fiscal quarter following the end of the 6-month period.

Subpart 101-17.3—Space Standards and plans**Section 101-17.301 Space Allocation Standards**

Space allocation standards are derived from specific studies of agency operations or facilities, and are directed toward providing each employee with the minimum amount of space to work efficiently. Where applicable, space allocation standards are to be used in space planning and assignment for agencies or components thereof. Standards shall be authorized and agreed to by GSA, and shall be developed to achieve the minimum practical cost-effective office space utilization rate. In each circumstance, the study should attempt to achieve a utilization rate of 135 square feet or less, if possible.

Section 101-17.302 Space Planning and Layout.

(a) Upon agency request, GSA will be responsible for preparing the initial space layout. When an agency requires subsequent layout assistance from GSA, a request for assistance shall be made to the appropriate GSA regional office. GSA will consult with the agency, will determine the scope of assistance required, and provide assistance on a reimbursable basis either by existing staff or by contract.

(b) No Federal agency shall contract for interior office design or space layout without first consulting with GSA. Upon agency request, GSA will enter into the contract and supervise performance. GSA may require agencies to use existing GSA space planning contracts or new contracts negotiated by GSA if this action is necessary to meet contractual commitments, to eliminate duplicative work, or to ensure cost-effectiveness in planning. GSA will also ensure that proposed design changes have no adverse effect upon mechanical systems, electrical systems, and safety requirements. However, GSA will not unreasonably insist upon the use of GSA-supervised contracts by agencies which have their own contracting authorities.

Section 101-17.303 Submission of Space Plans

(a) Each agency shall submit a space plan to GSA containing projected space requirements throughout the United States. GSA will provide technical assistance in the development and execution of plans, and will monitor the progress of the agencies in improving space management.

(b) At a minimum, each plan shall contain a forecast of agency personnel,

and shall relate requirements to space presently occupied or under request by the agency. Agency plans shall also indicate utilization rates for all projected space assignments, shall detail agency efforts to improve space utilization, and shall include specific goals to be achieved.

(c) Each agency shall update its space plan annually. The plan shall in each instance be signed by the agency head.

(d) GSA will review and approve agency targets and plans, specifically considering the availability of Government-owned space, the timing of commitments for Government-controlled leased space, the cost-effectiveness of relocations and alterations, the adaptability of existing space to efficient layout, the operating requirements of the agency, and any space allocation standards which are applicable.

(e) GSA will publish bulletins specifying the timing, format, process, and data for review of each agency space plan. GSA may establish targets from time to time for agencies to assist in improving space utilization. For the initial space plan, the target for office space utilization shall be to achieve by September 30, 1984, 135 square feet per person or a minimum improvement of 10 percent in each agency's utilization rate compared with the utilization rate which exists as of the date of issuance of this regulation. This utilization improvement should be accomplished with *minimum space alterations* and within existing agency resource constraints.

(f) This report has been cleared in accordance with FPMR 101.11 and assigned interagency report control number 0307-GSA-AN.

Subpart 101-17.47—Exhibits**Section 101-17.4701 Supplemental Definitions.**

This section contains information to supplement the definitions of office, storage, and special space in § 101-17.003-16.

(a) The following are representative of uses of office space.

- (1) General purpose office space.
- (2) Private corridors.
- (3) Conference rooms (without special equipment and additional heating, ventilation, and air-conditioning (HVAC)).
- (4) Training rooms (without special equipment and HVAC).
- (5) Libraries (with extensive built-in stacks and special floor loading).
- (6) Dry laboratories.
- (7) Storage in office space.
- (8) Credit unions (without fixed equipment).

(9) Lounges (other than toilet areas).

(10) Reception areas.

(11) Hearing rooms (without special equipment and HVAC).

(12) Telephone switchboard rooms.

(13) Mail rooms.

(14) Health rooms (without special equipment).

(b) All storage space will be classified under subsets of general storage area, inside parking area, or warehouse areas, as follows:

(1) General storage areas (storage in general purpose buildings) including:

- (i) Basements.
- (ii) Attics.
- (iii) Closets (not finished to office standards).
- (iv) Supply rooms (not finished to office standards).
- (v) Storerooms (not finished to office standards).
- (vi) File rooms (not finished to office standards).
- (vii) Warehouse areas of multiuse buildings.

(2) Inside parking areas (garage space located in either a federally owned or leased building which is utilized for the parking of motor vehicles) including:

- (i) Garages.
- (ii) Parking area.
- (iii) Motor pool parking.
- (3) Warehouse areas (entire buildings with warehouse features, including minor amounts of supporting office space).

(c) Special space is further defined as follows:

(1) Laboratory and clinic areas (space containing built-in equipment and utilities required for the qualitative or quantitative analysis of matter, experimentation, the processing of materials, and/or the physical welfare of employees or the public) including:

- (i) Wet laboratories.
- (ii) Clean laboratories.
- (iii) Photographic laboratories.
- (iv) Clinics.
- (v) Health units and rooms (with special equipment).
- (vi) Private toilets.
- (2) Food service areas (space in building devoted to the preparation and dispensing of foodstuffs) including:
 - (i) Cafeterias (kitchen and table areas).
 - (ii) Snack bars.
 - (iii) Mechanical vending areas.
 - (iv) Private kitchens.
 - (3) Structurally changed areas (areas having architectural features differing from normal office or storage areas, such as sloped floors, high ceilings, and increased floor loading) including:
 - (i) Auditoriums.
 - (ii) Gymnasiums.

(iii) Libraries (with special stacks and floor loading).

(iv) Target ranges.

(v) Security vaults.

(vi) Courtrooms.

(vii) U.S. Postal Service workrooms.

(4) Automatic data processing areas (areas having special features such as humidity and temperature control, raised flooring, and special wiring) including:

(i) Computer rooms.

(ii) Support areas (with special flooring and wiring).

(iii) Tape vaults.

(5) Conference and training areas (areas used for conferences, training, and hearings with special equipment and supplemental HVAC) including:

(i) Conference rooms.

(ii) Hearing rooms.

(iii) Training rooms.

(iv) Exhibit areas.

(v) Small courtrooms (no structural changes).

(6) Light industrial areas including:

(i) Records storage (with humidity control).

(ii) Storage type space (with air-conditioning).

(iii) Printing plants.

(iv) Product classifying laboratories.

(v) Motor Pool service areas.

(vi) Postal workrooms, swingrooms, locker rooms, mailing vestibules and platforms, and lock box lobbies.

(vii) Shops (other than PBS).

(viii) Loading docks and shipping platforms.

(ix) Canopy areas.

(x) Vertical improved mail system areas.

(7) Quarters and residential housing areas (housing and quarters that do not logically fall in the other categories).

Section 101-47-4702 Space for Data Processing Equipment

This section sets forth the information required on space requests for data processing equipment.

(a) Agencies requiring space for the installation of data processing equipment must provide the following information in addition to the requirements of § 101-17.101-1:

(1) Type of equipment (including make, model number, manufacturer, and number of units of each);

(2) Space and environmental requirements, including:

(i) Floor weight (lbs.);

(ii) Machine dimensions (width, depth, and height in inches);

(iii) Service clearance (front, rear, right and left sides);

(iv) Power in voltage and kv.-a. (starting loads and operating loads);

(v) Heat dissipation in B.t.u./hr. and air flow (c.f.m.);

(vi) Environmental factors of temperature range (F) and relative humidity; and

(vii) Need for raised floor, acoustic ceiling, and air-conditioning;

(3) Related requirements, such as storage space for supplies, tapes, and disks, work space, including desk and

aisle, space; and future expansion needs;

(4) Agency responsibility for funding; and

(5) Required occupancy date.

(b) The above information should be provided as separate supplemental data to Standard Form 81, Request for Space, and forwarded to the GSA office. The space requirements indicated on Standard Form 81 must include the space requirements for all components of ADPE. The ADPE supplier should be consulted prior to establishing space needs in order to ascertain any specific or peculiar space requirements of the ADPE involved.

(c) It is essential that this information regarding the requirement for ADP space be transmitted to GSA as far as possible in advance of delivery of equipment so that space can be provided in a timely and economical manner.

Subpart 101-17.48—GSA Regional Offices

Section 101-17.4801 GSA Regional Offices

GSA Region	Area served	Mailing address
1.....	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.	General Services Administration, John W. McCormack Post Office and Courthouse, Boston, MA 02109.
2.....	New Jersey, New York, Puerto Rico, and the Virgin Islands.	General Services Administration, 26 Federal Plaza, New York, NY 10007.
3.....	Delaware, Maryland (except metropolitan Washington, DC), Pennsylvania, Virginia (except metropolitan Washington, DC), and West Virginia.	General Services Administration, 9th and Market Streets, Philadelphia, PA 19107.
4.....	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.	General Services Administration, 1776 Peachtree Street, N.W., Atlanta, GA 30309.
5.....	Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.	General Services Administration, 219 South Dearborn Street, Chicago, IL 60604.
6.....	Iowa, Kansas, Missouri, and Nebraska	General Services Administration, 1500 East Bannister Road, Kansas City, MO 64131.
7.....	Arkansas, Louisiana, New Mexico, Oklahoma, and Texas	General Services Administration, 819 Taylor Street, Fort Worth, TX 76102.
8.....	Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.	General Services Administration, Building 41, Denver Federal Center, Denver, CO 80225.
9.....	Arizona, California, Hawaii, and Nevada	General Services Administration, 525 Market Street, San Francisco, CA 94105.
10.....	Alaska, Idaho, Oregon, and Washington	General Services Administration, Administration, GSA Center, Auburn, WA 98002.
W.....	District of Columbia, Maryland (metropolitan Washington, DC only), Virginia (metropolitan Washington, DC, only).	General Services Administration, National Capital Region, Washington, DC 20407.

Subpart 101-17.49—Reserved

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